

Minutes of the Meeting
The Brownlow Memorial Hall Management Committee
4 August 2010

Present: Councillor Fitzwilliams (Chairman), Ms Healy, N Jones and Towle

1. Apologies for absence were received from Councillor Harrison, Mr Bagwell and Mrs G Leftly

2. Declarations of interest

There were no declarations of a personal or prejudicial interest in respect of any matter to be considered at the meeting.

3. Minutes of the meeting held on 7 July 2010

These were approved and had been adopted by Council on 21 July 2010.

4. Caretaker report

It was noted that nothing new had been reported.

5. Matters arising from the 7 July meeting not covered elsewhere on the agenda

- a. Item 5b Scottish & Southern Energy Boards Sub Station Lease – ongoing.
- c. Item 5e Plus Three Nursery banner - permission is still awaited from the Brownlow Hall Trust.
- d. Item 6d Reimbursement Plus Three Nursery cleaning costs – it was noted that Mrs Butler had emailed to express appreciation for the additional payment.
- e. Annual users meeting – this was confirmed as 8.00 pm Thursday, 7 October 2010.

6. Report of meeting with Brownlow Memorial Hall Trust

A report of the very constructive meeting attended by Councillors Fitzwilliams, Harrison, Ms Healy and N Jones was available. A formal exchange of the minutes of the meeting will be made in due course. The following key points were noted:

- No rent increase until 2015. A valuation will be obtained from the District Valuer in September 2014 and this will be the basis for the rent negotiations.
- No restrictions on a residential letting. Better for hall security if the flat has tenants. Provided a similar rent to that paid by Mr & Mrs Bagwell is obtained then there will be no increase due to the Brownlow Memorial Hall Trust.
- Should the property be let on a commercial basis, with a significant increased rent, the Trustees will expect to receive up to one third of the rental income. Trustees to clarify this position with the Diocesan Trustees.

7. Finance

- a. 5 Year Plan 2011 - 2016 – an updated version was available and was approved.
- b. To consider estimates for hedge trimming – although estimates had also been requested from Bracknell Town Council, Lindum Tree Services Ltd and Arbocare only 1 estimate from Woodsman Tree Surgery was available for consideration. After discussion it was agreed to proceed with the £700 estimate from Woodsman Tree Surgery so that the work will be completed during the August break. It was noted that Woodsman Tree Surgery had previously trimmed the hedge and had done a good job.
- c. Re-letting the flat – after discussion it was agreed to:
 - i. Instruct Concept Lettings to market the flat. Concept is cheaper than other agencies: a tenant finding fee is only due when a tenant is found and the Full Management Service fee is 6% on rental income of less than £1000 per month.
 - ii. Separate gas and water meters for the flat had been considered necessary as currently usage is estimated and included in the rent. However, it was decided to delay metering as the utility companies have advised it will take some months to arrange and an estimate of £800 has been suggested for the installation of a gas meter.
 - iii. Charge a monthly rent in the region of £675 to include a contribution towards gas and water usage.
 - iv. Mr & Mrs Bagwell have offered to sell their dishwasher and it was agreed to purchase for £100.
- d. Monthly report - the profit and loss statement for the period April - July was available. Income of £2775 and expenditure of £2019 for July was noted.

8. Items for information

- a. A request to photograph the picture of Sir Charles Brownlow displayed in the Library was considered and approved.
- b. It was noted that regular user Slim 4 Life has given notice from the end of August.
- c. Councillors Fitzwilliams and Ms Healy will be undertaking an inventory check of the flat on Monday 9 August.

9. Date of next meeting

This was confirmed as Wednesday, 1 September 2010.

10. Closure of the meeting

There being no further business the meeting closed at 5.20 pm.